Section 13.2 PARAMS MENU
Financial Data
Agency Activity

Purpose	This section provides the procedures for a user to add, update or delete activity that will be included in the Agency Activity data collection process. The activity codes may be defined at the statewide, department, agency or TKU level.
Window Name	Agency Activity
Reminders	**1.** The Agency Activity window is accessed through the Params, Financial Data, A - Agency Activity items on the menu bar.
	2. The Agency Activity window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Activity Code and the Statewide box or Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. However, if there was only one selection in the Selection List window, the Detail Data window is automatically displayed. If the New button was clicked, the Detail Data window is displayed.
	3. Once the Detail Data window is displayed, a user may add, update or delete activity data.
References	*No specific references*

Agency Activity
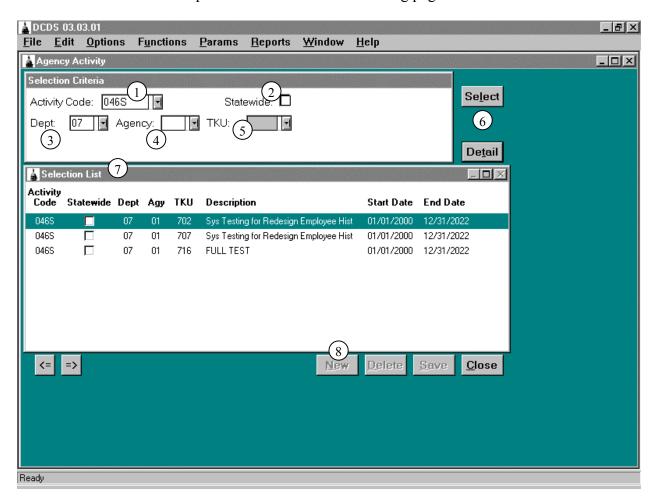
The following window is displayed when Params, Financial Data, A - Agency Activity is selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures - Agency Activity (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Activity Code*	Select the appropriate Activity Code from the dropdown list or enter the Activity Code. If a new code is being added, click on the New button, this will display the Detail Data window. ***An entry is not required in this field, if selecting on a statewide basis***.
2	Statewide	Click on the Statewide box to display all activity for the entire state. If this box is activated, no selection can be made at the department, agency or TKU level.
3	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
4	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. **Note:** When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
5	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select **AL** from the dropdown to display all TKUs within an agency.
6	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one activity was found. However, if only one is found the Detail Data window will automatically be displayed.
7	Selection List	Highlight the activity data to be updated and click the Detail button. The Detail Data window will then be displayed.
8	New Button	Click on the New button, if adding Agency Activity information.

*indicates a required field that must be entered.

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Section 13.2 - Agency Activity

Agency Activity (Selection List)

The following information is displayed:

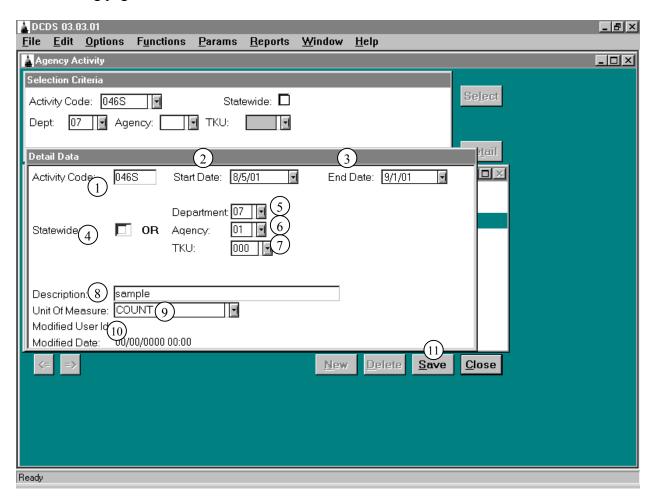| Field Name	Description
Activity Code	The Activity Code selected.
Statewide	If the Statewide box was selected, a (✓) will be displayed.
Dept	The department using the activity code.
Agy	The agency using the activity code.
TKU	The Timekeeping Unit (TKU) using the activity code.
Start Date	The pay period begin date of when time can be entered for an activity.
End Date	The pay period end date when time can no longer be entered for an activity.

Agency Activity

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.

DCDS Input Procedures
Agency Activity

Follow the steps below to add, update, or delete Agency Activity data.

Step	Field Name	Action
Add Agency Activity		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new Agency Activity information.
Update Agency Activity		
	Detail Button	Enter the required selection criteria and click the Select button. Highlight the Agency Activity in the Selection List window to be updated. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Agency Activity information.
Delete Agency Activity		
	Delete Button	Enter the required selection criteria and click the Select button. Highlight the Agency Activity to be deleted. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Agency Activity information. Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Agency Activity displayed in the Detail Data window.

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Section 13.2 - Agency Activity

DCDS Input Procedures
Agency Activity - Detail Data Window

Follow the steps below to enter new activity data.

Step	Field Name	Action
1	Activity Code*	Enter the Activity Code when a **new** code is being established. When changing or deleting an activity, the code will automatically display.
2	Start Date*	Select the pay period begin date of when time can be entered for an activity.
3	End Date*	Select the pay period end date when time can no longer be entered for an activity.
4	Statewide	Click on box to indicate statewide, if applicable, for a new activity code. Displays a (✓), if applicable, for codes being updated.
5	Department*	Select the appropriate department number from the dropdown list or enter the department number.
6	Agency	Select the appropriate agency number from the dropdown list, enter the agency number or select **AL** from the dropdown to apply the activity to all agencies within a department. If the **AL** is selected, all TKUs must also be selected.
7	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select **AL** from the dropdown to apply the activity to all TKUs within an agency.
8	Description	Enter a description of the activity, if a new activity.
9	Unit of Measure*	Select the Unit of Measure from the dropdown list or enter the unit of measure.
10	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
11	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the Agency Activity information.

*indicates a required field that must be entered